

NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

How to Print a Document

This guide shows how to print a document on Windows 11 and on a Mac, and how to print to a PDF file when you don't need paper at all.

Two ways to print

- ☐ To a real printer
Paper copies for signing, mailing, or handing someone
- ☐ To a PDF file
A digital copy you can email, save, or upload
- ☐ Same dialog, same steps
Just a different choice in one menu

Step by step

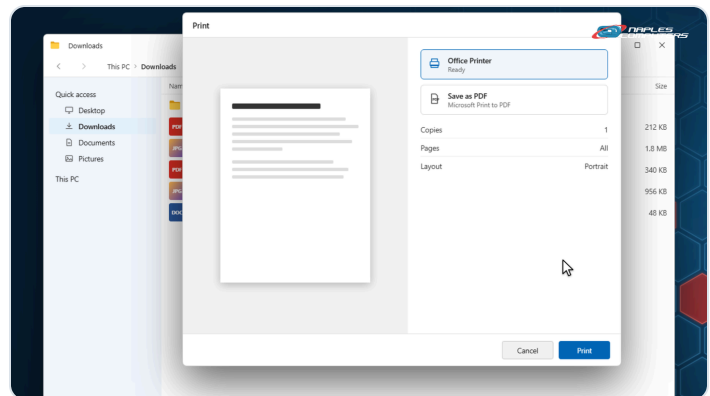
WINDOWS

1 Windows: print to a printer

Right click a file, then choose Print from the menu.

WHAT TO DO

Click Print, and it's on its way to your printer.



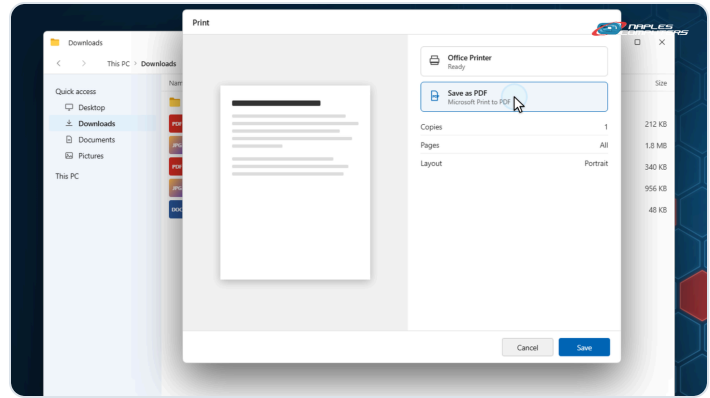
WINDOWS

2 Windows: print to PDF

Right click the file, choose Print, then click Save as PDF.

WHAT TO DO

Click Save, and a PDF copy lands in your Downloads folder.



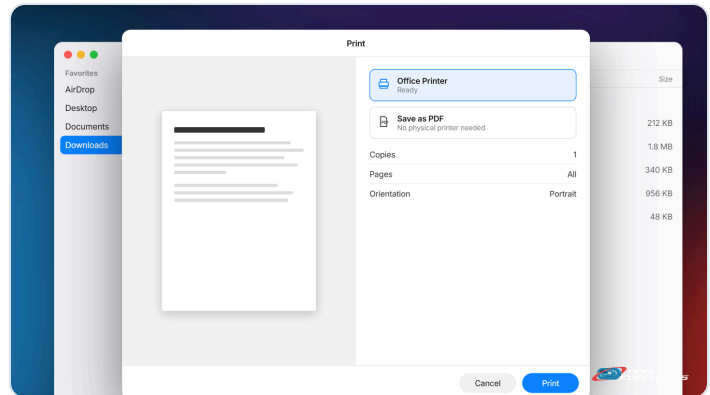
MAC

3 Mac: print to a printer

Right click a file, then choose Print from the menu.

WHAT TO DO

Click Print, and it's on its way to your printer.



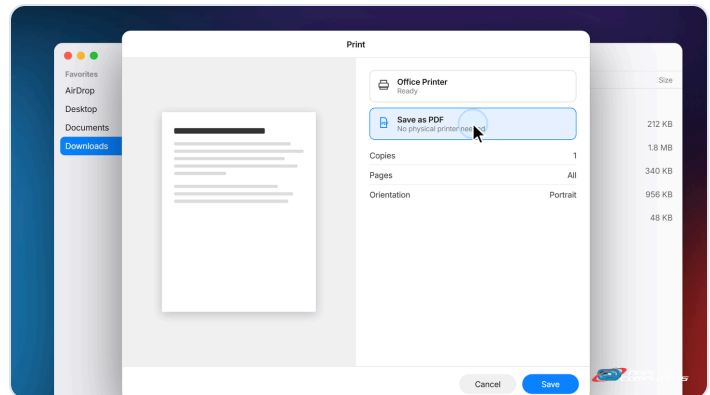
MAC

4 Mac: print to PDF

Right click the file, choose Print, then click Save as PDF.

WHAT TO DO

Click Save, and a PDF copy lands in your Downloads folder.



A few tips

- ☐ No printer shows up?
Make sure it's turned on and connected, then try again
- ☐ Check the preview first
Catches blank pages or the wrong orientation before you waste paper
- ☐ You can print from almost anywhere
A webpage, an email, a photo - look for Print in the menu

Recap: **print a document**

- ☐ Right click the file, choose Print
- ☐ For a PDF: choose Save as PDF, then click Save
- ☐ For paper: pick your printer, then click Print
- ☐ Same dialog works almost everywhere

If a print job gets stuck, try restarting your printer and your computer before anything else. Most stuck jobs clear up with a simple restart.



Printer trouble?

Call 239-513-1960

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